

MAINTAINING YOUR CM/ECF ACCOUNT

The **Utilities** feature provides the means for users to maintain their account in ECF and to view all of their ECF transactions.



A. Your Account

This section of the **Utilities** feature provides the capability to maintain certain aspects of a user's ECF account with the Court and to view a log of all his or her transactions within ECF.

1. Maintain Your Account

Click on the **Maintain your Account** hyperlink to open the **Maintain User Account** information screen.

This screen displays all of the registration information that is contained within the ECF database for the user's account with the Court. This includes Bar Identification and Bar status. **USERS WILL BE REQUIRED TO UPDATE THEIR INFORMATION, INCLUDING MAILING ADDRESS, PHONE NUMBER AND E-MAIL ADDRESS WHENEVER THERE IS A CHANGE.**

3. ECF will e-mail to parties their **NEF** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals who ECF should notify regarding new case pleadings and documents.
- a) From the screen depicted in below, enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
 - b) Enter the e-mail addresses of individuals to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.
 - c) Stipulate the format of the ECF notices by selecting a choice from the bottom of the screen.
 - d) To enter completely new information about a user account, select the **[Clear]** button to clear the fields on this screen.
 - e) After updating the account information, click on the **[Return to Account screen]** button to return to the **Maintain User Account** screen.

The screenshot shows the ECF user account maintenance interface. At the top, there's a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. The main title is "E-mail information for Della A. Ware". Below this, the "Primary e-mail address" is set to "della_ware@law.com". The section "Send the notices specified below" contains two checked checkboxes: "to my primary e-mail address" and "to these additional addresses". The "to these additional addresses" checkbox is circled in red, and its corresponding text box contains two email addresses: "will_mington@lawpractice.com" and "some_person@somefirm.cm". Below this, there are two checkboxes for "Send notices in cases in which I am involved" (checked) and "Send notices in these additional cases" (unchecked). Further down, there are two radio buttons for "Send a notice for each filing" (selected) and "Send a Daily Summary Report" (unselected). The "Format notices" section has two radio buttons: "html format for Netscape or ISP e-mail service" (selected) and "text format for cc:Mail, GroupWise, other e-mail service" (unselected). At the bottom, there are two buttons: "Return to Account screen" and "Clear".

4. Clicking on the **[More user Information]** button opens a screen that will permit you to change your password. Once you've entered your new password, click on the **[Return to Account screen]** button and press **[Submit]** to save any changes that you have made.